

Agenda

Extraordinary Housing, Health and Communities Committee Meeting

Date: Tuesday, 21 April 2026

Time 6.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT

Membership:

Councillors Lloyd Bowen, Hayden Brawn, Derek Carnell, Ann Cavanagh, Kieran Golding, Alastair Gould, Angela Harrison (Vice-Chair), Peter MacDonald, Peter Marchington, Ben J Martin, Pete Neal, Tom Nundy, Hannah Perkin (Chair), Carrie Pollard and Karen Watson.

Quorum = 4

Pages

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Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

Items for Decision by the Committee

- | | | |
|----|---|--------|
| 4. | Procurement of Build Contract for CCTV Control Room Expansion | 3 - 6 |
| 5. | Winter Shelter project for rough sleepers | 7 - 10 |

Issued on Monday, 13 April 2026

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

Health, Housing and Communities Committee	
Meeting Date	Tuesday 21 April 2026
Report Title	Procurement of Build Contract for CCTV Control Room Expansion
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing and Communities
Lead Officer	Stephanie Curtis, Strategic Policy and Communities Manager
Classification	Open
Recommendations	1. That the Committee approves the appointment of Company A as supplier for the CCTV Control Centre Expansion Build, subject to Planning Permission. 2. That the Committee gives delegated authority to the Director of Resources to agree increased costs should an inflationary uplift become necessary due to any delay in planning permission being granted. 3. That the Committee give delegated authority to the Head of Legal Partnership and S151 Officer to undertake all legal and financial requirements necessary to complete the CCTV Control Centre Expansion Build, subject to Planning Permission. 4. That the Head of Legal Partnership has delegated authority to negotiate and complete the contract and all ancillary documents as may be necessary.

1 Purpose of Report and Executive Summary

- 1.1 This report provides a background to the CCTV Control Centre expansion and summarises the procurement process undertaken for the Build Contract of this work and seeks Committee approval of the recommended contractor.

2 Background

- 2.1 On the 12th June 2025, Policy and Resources Committee agreed the addition of the Control Centre Growth project to the Capital Programme for 2025/26, with a capital budget of £282,900, with the revenue costs of the proposal to be met from within the current budget framework.
- 2.2 Consultants Airey Miller were appointed to develop the detailed Tender Specification and designs.

- 2.3 Planning permission is also being sought as follows for this project - Change of Use of the existing building from a multi-storey car park to a mixed use comprised of a multi-storey car park and a non-ancillary CCTV control room. This is due to the increased size and commercial nature of the control room. At the time of contract award, the planning permission is still being considered.
- 2.4 An initial tendering process took place in October 2025 utilising the Southeast Consortium Dynamic Purchasing System (DPS). Although a number of compliant tenders were submitted, quality scores were low, and it was not felt by the consultant or officers that any of the submissions were suitable to progress.
- 2.5 After detailed discussions with Procurement and Legal, it was agreed to follow a two-stage competitive flexible process. Two companies were invited to progress to stage 2 and submit a formal tender. Tenders were received on the 2nd March 2026, however there were concerns regarding the financial viability of those companies.
- 2.6 A further one stage tendering process was followed and this closed on the 23rd March 2026. Four tenders were submitted, however three were not compliant with the financial checks required. Only company A submitted a fully compliant tender.
- 2.7 A review has been completed of the tender submitted by Company A followed by discussions with Airey Miller as to the quality and suitability of Company A.
- 2.8 Airey Miller recommend SBC consider entering into contract with Company A with a fixed price of **£196,348.39** exclusive of VAT. These prices are currently held until the end of June 2026 and could be subject to an inflationary uplift if SBC do not have the agreed planning permissions in place by 30 June 2026. It is currently anticipated planning permission may be in place by the end of May 2026.

Proposals

- 3.1 That the Committee approves the appointment of Company A as supplier for the CCTV Control Centre Expansion Build, subject to Planning Permission.
- 3.2 That the Committee gives delegated authority to the Director of Resources to agree increased costs should an inflationary uplift become necessary due to any delay in planning permission being granted.
- 3.3 That the Committee give delegated authority to the Head of Legal Partnership and S151 Officer to undertake all legal and financial requirements necessary to complete the CCTV Control Centre Expansion Build, subject to Planning Permission.

- 3.4 That the Head of Legal Partnership has delegated authority to negotiate and complete the contract and all ancillary documents as may be necessary.

4 Alternative Options Considered and Rejected

- 4.1 That the contract is not awarded, and the expansion of the CCTV Control Centre does not take place. This is not recommended as, without the expansion taking place, growth of services managed by the Control Centre and therefore income generated will be limited as the Control Centre is now operating at capacity, space wise.

5 Consultation Undertaken or Proposed

- 5.1 No consultation has been undertaken or proposed.

6 Implications

Issue	Implications
Corporate Plan	The Control Centre contributes to the corporate priority community as below – To deliver an effective public space CCTV service and town centre radio scheme, and to grow wider service delivery.
Financial, Resource and Property	The total cost of the build is shown in section 2 of this report. Additional costs for the project are anticipated to be approximately £30,000 which includes the additional equipment required by the Control Centre which is in line with original indicative costs. The payback for the capital costs of this contract will be met from the forecast increase in income by the Control Centre – c£11,000 per year.
Legal, Statutory and Procurement	The Tender is compliant with Contract Standing Orders and appropriate procurement legislation. A JCT contract will be entered into with the approved contractor with the agreed included social value outcomes
Crime and Disorder	The provision of CCTV reduces the likelihood of crime and ASB. Although some of the commercial/public sector contracts an extension would allow for would not necessarily be monitoring of Swale based cameras, they would allow for effective service delivery of monitoring of locations wherever the cameras are based to tackle crime/disorder.

Environment and Climate/Ecological Emergency	Environmental Standards have been agreed as part of the procurement and contract process for the build.
Health and Wellbeing	The delivery of services by the Control Centre seeks to create safer communities - not only in a sense of feeling safer, but also by reducing the risk of physical injury. It also provides a service to protect vulnerable members of the community e.g. those that go missing.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this time.
Risk Management and Health and Safety	The overall project has a risk management plan and CDM requirements have also been fully considered.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.
Local Government Reorganisation	The expansion of the CCTV Control Centre will enable the service to expand and deliver additional external contracts. It will provide opportunity for the Control Centre to provide services as part of the unitary council, once established.

7 Appendices

7.1 None

8 Background Documents

None

Housing, Health & Communities Committee	
Meeting Date	21 st April 2026
Report Title	Winter Shelter project for Rough Sleepers
EMT Lead	Emma Wiggins, Director of Regeneration & Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing & Communities
Lead Officer	Sarah-Jane Radley, Community & Partnerships Manager Roxanne Sheppard, Housing Advice Service Manager
Classification	Open
Recommendations	1. The Committee agrees to create a working group to establish the Council's approach to rough sleeping services including if this includes night shelter provision. 2. To delegate authority to the Head of Housing and Communities to implement the agreed approach. 3. The Head of Housing and Communities to report to the next meeting the outcome of the working group.

1 Purpose of Report and Executive Summary

- 1.1 This report provides members with an update on the Night Shelter project and seeks approval for a separate working group to determine if a night shelter is the best delivery model in relation to the wider rough sleeping service and seeks delegations to implement the agreed approach.

2 Background, Context and Proposals

- 2.1 HHC Committee has asked officers to consider the option of introducing a night shelter in the borough to support those who are street homeless. Feasibility work has commenced on introducing a night shelter and a range of options have been developed. To move forward, it needs to be decided whether a night shelter is appropriate and, if so, its location and operating model. This must be considered as part of the wider street homelessness approach.
- 2.2 Rough Sleeping services were first introduced in Swale seven years ago when we began to have a more sustained rough sleeping presence. This service is non-statutory and funding was secured for this service through grants.
- 2.3 A wider Homelessness, Rough Sleeping and Domestic Abuse Grant for 2026/27 and a three-year allocation has been secured, however, this funding sees the grant reducing significantly year on year. Rough sleeping services are the only non-statutory part of the service. The funding allocated to rough sleeping in

2025/26 was £705k This funds the staff within the RSI team, temporary accommodation (TA) placements for this cohort and move on support. During 2025/26 £190k (net) was spent on TA placement for this cohort. In addition, we commission Riverside to provide a supported housing scheme (The Quays -84 bed supported housing scheme) and the Housing First intensive support for entrenched rough sleepers.

- 2.4 When we activate the Severe Weather Emergency Protocol (SWEP) for humanitarian reasons, SBC uses both HMO's and B&Bs to place individuals who are verified as rough sleepers by Housing's RSI team. For 2025/26 SWEP was triggered for 49 nights, providing accommodation for 34 people in this period. resulting in an additional cost of £9,610.94 to the Council.
- 2.5 The number of rough sleepers has increased over the past few years, and the current operating model is not fit for purpose to continue. Consideration also needs to be given on how services can be delivered with reduced funding. A review is underway and this includes reviewing the outsourced services provided by Riverside.
- 2.6 Research has commenced regarding provision of a night shelter The estimated cost of establishing and operating the shelter is up to £156,900, which is expected to reduce to approximately £124,300 subject to donations and voluntary contributions. There is no new additional funding currently identified for this project.
- 2.7 There are four potential models:
 - Rotating Church Model – this is being used in Maidstone and Folkestone (and previously Dover), where a collective of churches offer their facilities on a rotation basis. This means that one venue is not being used seven nights per week and allows each of them to hold other activities..
 - HMO model – This model is being operated in Dover, where one building/facility is utilised for the sole purposes of a shelter, with a separate space allocated to an individual. This model is like the service provision that currently exists under temporary accommodation.
 - Parish/village hall model – This model utilised by Ramsgate brings into use the community facilities available in a village hall by utilising the large space to create sectioned off individual bed areas for guests overnight. Included in this offer is the utilisation of the existing facilities such as the kitchen.
 - The Quays - Riverside have a separate facility on their site which is currently underutilised which may be able to be used as a night shelter.
- 2.8 In addition to the overnight shelter, the provision of a day service is required. This enables the Housing Team and support services to engage with the guests prior

to them being allocated a space in the shelter. This work is critical to ensure that individuals who are placed in the shelter have been through a registration process to make sure they are suitable to be placed within the shelter.

- 2.9 The day centre will offer a multi-agency service, as well as a relaxed safe space for individuals to attend. They will be provided food, support, advice and friendship. This could include services such as Citizen Advice Swale, Forward Trust, Riverside, Salvation Army, NHS, and others. The food, board games and activities will be provided by organisations such as Trussell Trust or other local food banks and supported by their volunteers.
- 2.10 To support the delivery of the day center , partners from Citizen Advice Swale, Forward Trust and Riverside (The Quays), supported by SBC Housing & Communities have submitted a bid to the MHCLG, [Ending Homelessness in Communities Fund](#). This bid looks to develop local voluntary sector working and provide a holistic service for individuals experiencing homelessness. We hope to hear the outcome of this bid by the beginning of June 2026.
- 2.11 A working group of committee members is proposed to review the operating model, including the need for a night shelter, and the associated capacity, outcomes, risks and costs.

3 Recommendations

- 3.1 Committee agrees to create a working group to establish the Council's approach to rough sleeping services including a night shelter provision.
- 3.2 To delegate authority to the Head of Housing and Communities to implement the agreed approach.
- 3.3 The Head of Housing and Communities to report to the next meeting the outcome of the working group.

4 Alternative Options Considered and Rejected

- 4.1 These will be considered by the working group.

5 Consultation Undertaken or Proposed

- 5.1 The proposals have been compiled in conjunction with partners and will be presented to the working group as part of the options.
- 5.2 Consultation carried out – online form, partner meeting, other shelters

6 Implications

Issue	Implications
Corporate Plan	Health & Housing - To aspire to be a borough where everyone has access to a decent home and improved health and wellbeing.
Financial, Resource and Property	The estimated cost of establishing and operating the shelter is up to £156,900, which is expected to reduce to approximately £124,300 subject to donations and voluntary contributions. The rough sleeper services currently are funded through grant funding of £705k
Legal, Statutory and Procurement	SWEP is humanitarian duty rather than a statutory duty. Rough sleeper services are non-statutory.
Crime and Disorder	Locations of rough sleeping has been the subject of a range of ASB reports and the location of a night shelter has to carefully consider the overall impact.
Environment and Climate/Ecological Emergency	None identified
Health and Wellbeing	Any intervention that takes individuals away from the street will directly benefit their health and wellbeing.
Safeguarding of Children, Young People and Vulnerable Adults	Rough sleepers by their nature are vulnerable individuals and safeguarding processes will be integrated into all service options.
Risk Management and Health and Safety	The final proposals will take into consideration risk and health and safety management.
Equality and Diversity	A Community Impact Assessment will be compiled and considered as part of the options analysis
Privacy and Data Protection	None identified at this stage.
Local Government Reorganisation	None identified at this stage.

7 Appendices

7.1 None

8 Background Papers

Severe Weather Emergency Protocol (SWEP) – Policy